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Yurcor Employee Handbook

INTRODUCTION

We are pleased that you are part of Yurcor ("Yurcor" or the "Company"). We hope that our association will be a long, beneficial one and look forward to working with you for our mutual success and prosperity.

We are concerned about your well-being on the job and your progress with the Company, and we believe that we can maintain a healthy relationship by keeping all avenues of communication open at all times. We want a true spirit of cooperation to exist at Yurcor, and we want to build a successful company that provides opportunities for our employees.

This Handbook is designed to acquaint you with the Company, and to provide you with information about working conditions, employee benefits and some of our policies affecting your employment with Yurcor. This Handbook is not an employment contract, but it is intended as a guide for both employees and the Company. However, no written document can anticipate every situation that can occur, and because facts and circumstances differ in each particular case, the Company reserves the right to make all management decisions as it seems best, regardless of past practice or decisions.

This Handbook, and the policies and procedures contained herein, supersede and revoke any and all prior oral or written policies, rules, practices, representations, statements, agreements, assurances and promises made by the Company or any of its management, employees and agents regarding the terms and conditions of employment with Yurcor. It is your responsibility to read this Handbook carefully and direct any questions you may have to the Company's CEO.

This Handbook is intended for the internal use of the Company and its employees. It may not be released to anyone outside Yurcor without the CEO's written permission.



This Handbook reflects Yurcor's current personnel policies and practices, and as the Company continues to grow, the need may arise, and the Company reserves the rights, to revise, supplement or rescind any policies or portion of the Handbook as it deems appropriate, in its sole discretion. When this happens, we will keep you informed. In addition, while the Company intends to implement the policies and procedures contained herein as described, all such policies and procedures are always subject to change based on the provisions of all applicable federal, state and local laws.

All Yurcor employees are considered employees-at-will. Employment-at-will means that either the employee or the Company may terminate the employment relationship at any time, without prior notice, so long as there is no violation of applicable federal, state or local law. Any representation to the contrary is not binding on Yurcor unless in writing and signed by the Company's President.

NO PROVISION IN THIS HANDBOOK IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT BETWEEN YURCOR AND ANY EMPLOYEE, OR TO LIMIT THE RIGHTS OF YURCOR AND ITS EMPLOYEES TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE.

COMPANY PROFILE

Yurcor is a business process-outsourcing firm that reduces the cost, headache and risk of contracting for both contractors and the companies that hire them.

Yurcor streamlines the standard business processes that occur between companies and independent contractors including:

Contracts

Time & Expense Entry

Time & Expense Approval

Billing

Payment

Collections



Tax Withholding

Benefits Administration

Year-end Tax Documentation (1099s / W-2's)

Yurcor's services are delivered over the Internet and are compliant with state and federal tax and benefits law.

WELCOME

As a member of the YURCOR team you play a vital role in contributing to the growth and progress of making our organization the leader in providing Contingent Workforce Management Services for companies and contractors to work together smarter.

Throughout your tenure at YURCOR you can rely on your superior associates to assist you with questions and to work with you to ensure a smooth transition and successful career with us. We are confident that you will find your employment with YURCOR both challenging and rewarding.

We are excited and glad that you are part of the YURCOR team and hope that you are proud to be here. Together we have the ability and resources to make a difference-for ourselves, for the organization, and for our partners, members and client companies. If we can be of any assistance to you please let us know. We welcome you and look forward to working with you.

Equal Opportunity Employment

Yurcor conducts its employment practices and administers its personnel policies in a manner which treats each employee, and applicant for employment on the basis of merit and experience without regard to race, color, sex, religion, national origin, age, disability unrelated to job performance, height, weight, marital status or status as a veteran. This statement reflects Yurcor's belief that people must be treated fairly and with dignity. Yurcor is committed to the concept of equal opportunity in its hiring and promotion practices and therefore actively seeks, both internally and externally, the most qualified people.



Open Door Policy

Our attitudes and feelings can greatly affect both our personal life and job performance. At Yurcor, when you have a problem that affects your job, we also have a problem. Discussing your problems or complaints with fellow employees or family members may be a way to vent your frustrations but it may not resolve the problem or complaint. Take your problems to someone who can help you resolve them. Following the procedures below, and we will make a sincere effort to work out your specific problem to our mutual satisfaction.

When you have a problem, think it through and determine what you are willing to do to resolve it. Try to separate your emotions from the facts.

Serious or persistent problems should be brought to the attention of the CEO.

If the CEO cannot resolve your problem, or you are not satisfied with the settlement, or you cannot bring the problem to the CEO, refer the matter to the Company's President.

There is no guarantee that every problem can be resolved to your satisfaction. But the Company will make every effort to deal with any problem you may have in a manner that is fair and equitable to all involved.

Harassment Free Workplace

All employees have the right to be free from harassment. Although there is no absolute definition of conduct, which constitutes harassment, all Yurcor employees are to conduct themselves in accordance with Company policy. It is against Company policy for any employee to harass another employee in any manner, either sexually, or on the basis of their religion, race, national origin or age.

The Company prohibits sexual harassment of its employees in any form. Sexually harassing conduct, whether physical or verbal, committed by management or other personnel, is against the law and will not be tolerated. This includes offensive sexual flirtation, advances, propositions, continual or repeated abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual and the display in the workplace of sexually suggestive objects or pictures. Such conduct may result in disciplinary action up to and including dismissal.



Specifically, no manager or other employee shall threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties or other conditions of employment.

Any employee believing that he or she has been the object of harassment should report any such incident to the CEO. If the CEO is the cause of the problem or seems unwilling to resolve the issue, the employee should contact the Company's President. The Company will conduct a thorough investigation of the facts, mindful of the rights of the person who has been charged with sexual harassment and the person initiating the complaint. Where investigation confirms the allegations, appropriate action will be taken.

Work Ethics

Treating every employee fairly is our objective. It is our policy to pay fair and competitive wages for the job you do and to provide steady employment and job security for all employees with excellent work records. We want you to be successful on your job. The proven method to make progress is to do the best job you can, every day.

Employment At Yurcor

To qualify, for regular full-time employment, a candidate must be at least 18 years old and physically and mentally capable of performing the designated duties.

The hiring procedure at Yurcor begins with making an application through specific channels. As openings occur, the Company screens applicants and selects candidates for each opening based on qualifications and work record. The final selection process involves interviews, reference checking, and drug testing. Administration of this policy is guided by the Company's commitment to provide equal employment opportunity for every applicant.

It is the Company's desire to fill existing job vacancies by promoting qualified employees. When a job vacancy occurs, employees may express interest in such jobs by notifying the CEO of their interest in the position.

PERFORMANCE EVALUATIONS



Discussions with employees concerning performance evaluations may be held by the employee's Supervisor. Employees may, at any time, state their position in writing, for inclusion in their personnel file. In addition to regular performance evaluations, special written evaluations may be conducted by the employee's Supervisor at any time to advise an employee of the existence of performance or disciplinary problems.

HOURS OF WORK

Your hours of work will be dictated by your consulting assignment.

PAY POLICY

You will be paid as specified in the General Agreement that you signed as part of your enrollment with Yurcor.

OVERTIME CLASSIFICATION

In addition to the full-time/part-time distinction, employees are also classified as either 'exempt' or 'nonexempt' from federal and state overtime laws. If an employee's job description qualifies the employee as exempt, the employee will be paid an annual salary, will not be entitled to overtime, and is not entitled to be provided with meal and rest periods under California law. Employees whose positions are nonexempt will receive overtime pay. Non-exempt employees are subject to federal and California overtime law and California law regarding meal and rest periods. Therefore such employees must carefully track their time pursuant to Company procedures. You will be notified of your classification at hire, and again if your status changes.

Any employee who is in a nonexempt job classification and is entitled to overtime shall receive overtime pay in accordance with the requirements of federal and state wage and hour laws and regulations. Nonexempt employees should obtain advance approval from their supervisors prior to working overtime. Failure to obtain approval from one's supervisor before working overtime may result in disciplinary action.

Each calendar day, beginning at 12:01 a.m., is considered a new work day for the purpose of calculating overtime.

Please review the below links for further clarification:

<http://www.dir.ca.gov/lwc/IWCArticle4.pdf>



<http://www.dir.ca.gov/iwc/IWCArticle12.pdf>

PAYROLL DEDUCTIONS

Standard payroll deductions are subtracted from every employee's gross pay in order to comply with federal, state or local law. These deductions include, withholding for social security, federal and state income taxes and premiums for employee benefit programs.

TERMINATION OF EMPLOYMENT

Employment at Yurcor is terminable upon the resignation of the employee or at the will of the Company. An employee may resign his or her position at any time. It is customary, however, for an employee resigning his or her position to provide a minimum of two weeks notice.

If any employee fails to report to work for three consecutive days without providing a contemporaneous explanation of their failure to do so to the CEO, the Company will take this failure to report to work as a resignation and may take appropriate steps to replace the position.

PERSONNEL REFERENCES

Anyone in the Company receiving phone calls regarding personnel references should immediately refer the call to the CEO. Under no circumstances should any information, including reference letters, be released except by the CEO. It is Company policy to only respond to telephone inquiries by confirming job title and dates of employment. Records about an individual, which identify him or her by name, may not be disclosed to people or organizations outside the Company without the individual's written permission and only under certain circumstances.

IMMIGRATION POLICY

Legislation enacted in 1986 regulating employment of non-United States citizens requires that every person be required to prove identity and eligibility to work as those terms are defined in the Immigration Reform and Control Act of 1986. Proof of identity and eligibility to work must be provided within three days after an employee commences work or work may be terminated. An Employee Eligibility Verification form (Form I-9) must be completed and Immigration and Naturalization Services



authorized documents providing eligibility to work and identity must be supplied for photocopying by the Company. The details are spelled out in a separate document entitled "Handbook for Employers" published in May 1987 by the United States Immigration and Naturalization Service.

GENERAL WORKPLACE RULES AND POLICIES

COMPANY PROPERTY

You are not allowed to remove any property belonging to Yurcor, including equipment and supplies, from the premises without expressed approval from the CEO.

RELATIONS WITH CLIENTS

From time to time, employees come into contact with clients. During such times, employees are encouraged to do all that they can to win their respect and confidence and to build a positive relationship between Yurcor and the client.

TELEPHONE ETIQUETTE

Please remember that the public at large are the people served by Yurcor. Therefore, it is vitally important for you to be as courteous as possible during their contact with the public through the telephone.

HAZARD COMMUNICATION PROGRAM

The United States Department of Labor's Occupational Safety and Health Administration has adopted a standard known as the "Hazard Communication Standard." This standard requires manufacturers of products deemed hazardous to disclose any toxic ingredients in their products; and to employers to disclose this information to employees who work with these products.

Many Yurcor employees work with these products. The Company has adopted a Hazard Communications Program for all employees to make them aware of this program within the Company. It is important that employees be aware of and understand the proper usage/protective measures to be taken should they come into contact with such substances. Employees working in an area containing any hazardous products will be trained by the CFO in such measures. It is your responsibility to inform the



CFO if you learn of any hazardous chemicals that may be in the work area, which were not properly identified, labeled or explained.

NON-SMOKING POLICY

Yurcor has always been strongly committed to maintaining the health and well being of its employees. It is therefore the Company's position to encourage and support laws, which help to preserve, protect and improve the health of all it's people. In keeping with the dictates of applicable state laws and Yurcor's position, the Company has adopted the following Non-Smoking Policy:

Smoking is banned in all areas within all Yurcor facilities. Smoking is allowed outside each facility.

Violation or abuse of this policy may result in disciplinary action, up to and including discharge.

DRUG-FREE WORKPLACE

It is Yurcor's policy to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines the Company's ability to operate effectively and efficiently. In this connection, the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance in the workplace or while engaged in Company business off site is strictly prohibited. Such conduct is also prohibited during non-working hours to the extent that in the opinion of the Company, it impairs an employee's ability to perform on the job or threatens Yurcor's reputation or integrity.

Employees convicted of controlled substance-related offenses (including pleas of nolo contendere, i.e., no contest) must inform the Company within five days of such conviction or plea. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. At its discretion, the Company may require employees who violate this policy to successfully complete a drug assistance or rehabilitation program as a condition of continued employment.

ALCOHOLIC BEVERAGES



It is against Company policy to permit the serving or consumption of alcoholic beverages on the Company premises.

SAFETY

Yurcor has a commitment to providing you with a safe workplace. In return, we ask that you work safely! A safe workplace is the result of a cooperative effort by you and the Company. Please observe the following safety rules:

Report all work related injuries or illnesses, no matter how slight to the CEO immediately.

Do not remove guards or safety devices from machines. Do not operate machines unless guards or safety devices are working properly.

Do not try to lift more than you know you can manage. Use the proper lifting procedure when lifting any object.

Keep aisles clear and your work area clean.

Do not throw objects, use abusive language, or interfere with a fellow employee's work.

In case of fire or similar emergency, walk calmly to the nearest exit.

If you witness an accident, notify the CEO immediately.

Report any unsafe conditions to the CEO immediately.

Smoking is not permitted inside the facilities. Areas outside of the facilities may be used as smoking areas.

GENERAL CONDUCT

Generally, you are expected to conduct yourself in a respectable and orderly manner and to participate as a team at work and at problem solving. Abusive or threatening language, fighting, interference with fellow employees, horseplay and other objectionable or unsafe conduct will not be tolerated.

Listed below are some examples of unacceptable conduct:



Misrepresentation or omission of facts, or providing a false or misleading resume, to obtain employment.

Intimidating, threatening, harassing or coercing another person.

Interfering, obstructing, or otherwise hindering work.

Defacing, damaging, or destroying property of the Company or of another employee.

Immoral or indecent conduct, or sexual harassment.

Insubordination or the refusal to accept or follow direction from a proper authority.

Reporting to work or working under the influence of alcohol or illegal drugs and substances.

Theft from or entrance to any portion of the Company's premises or assisting another person to do so.

Participation in bookmaking or organized gambling on Company premises.

Fighting or causing bodily injury to another.

Concealing defective work.

Three successive days' absence without notification.

Originating or spreading false reports concerning other employees or the Company.

The unauthorized release of confidential information.

Careless or inefficient performance of duties including failure to maintain standards of workmanship or productivity.

Violation of unauthorized Solicitation and Distribution Rules.

Failure to comply with safety requirements.

Operating or using any piece of equipment or property without authorization.

Violation of Attendance Policy.

Smoking inside the building.

Engaging in the sale or distribution of illegal drugs.

Stealing from the Company or any Company employees.



Listings of rules in the Safety and General Conduct sections are by no means all inclusive but give you an idea of the type of offenses that may be subject to disciplinary action. Disciplinary action taken in a given case may be an oral, written, or final warning, or discharge, depending on the circumstances as determined by the Company.

PERSONAL CORRESPONDENCE

Stationery bearing the Company's name is for business only and should never be used for personal correspondence. Personal mail should never go through the Company's postage meter.

PERSONAL TELEPHONE CALLS

Company telephones are generally not to be used for personal calls. Chronic abuse of this policy may lead to termination of employment.

PERSONNEL FILES

Yurcor maintains personnel files on each employee. These files contain documentation regarding all aspects of an employee's tenure with the Company, such as performance appraisals, beneficiary designations forms, disciplinary warning notices, and letters of commendation. If you are interested in reviewing your file, contact the CEO to schedule an appointment.

To ensure that your personnel file is up-to-date at all times, notify the CEO of all changes in your personal status (e.g. marital status, number of dependents, beneficiary designations, change of address, individuals to notify in case of emergency) as they occur. The CEO should always have a record of your current home address and telephone number.

TRAVEL AND EXPENSES

Employees on approved business assignments requiring travel are expected to exercise good judgment to assure that expenditures incurred are ordinary, reasonable, necessary and in the best interest of the Company. Any expenditure that is deemed to be unreasonable by the Company may be subject to non-reimbursement. All expenditures must be supported by a receipt and explained fully on the employee's Expense Report. Expense Reports should be submitted as soon as possible following the completion of a trip. When using privately owned automobiles for authorized business travel, employees will be reimbursed at the going Internal Revenue Service per mile rate.



COMPUTER AND E-MAIL USAGE

Computers, computer files, the E-mail system, software furnished to employees are Yurcor property intended for Company business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and E-mail usage may be monitored.

Yurcor strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Yurcor prohibits the use of computers and the E-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Yurcor purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Yurcor does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Yurcor prohibits the illegal duplication of software and its related documentation.

Employees should notify the CEO upon learning of violations of this policy.

EMPLOYEE BENEFIT AND RELATED PROGRAMS

Yurcor maintains a number of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness, disability, death, and to help you plan your retirement. Only Regular Full-Time Employees are eligible for participation in the Company's employee benefits plans, except as required by federal or state laws.

The Company currently offers the following employee benefit plans to workers eligible for coverage under the terms of the respective plans:



Medical Insurance

Dental Insurance

Vision Insurance

Life Insurance

Long-Term Disability

401k plan

All employee benefit plans are more fully described in a summary plan description ("SPD") booklet, with which you will be provided once you are eligible to participate in these programs. In addition, complete descriptions of our employee benefit plans are contained in written plan documents, which are maintained in our Corporate Human Resources Department. In the event of any contradiction between the information appearing in this Handbook, the SPDs and the written plan documents, the written plan documents shall govern in all cases.

The Company reserves the right to amend or terminate any of these employee benefit programs or to require or change any employee premium contributions toward any benefits at its sole discretion.

For more complete information regarding eligibility or enrollment in any of our employee benefit programs, please contact the CEO.

SAN FRANCISCO PAID SICK LEAVE

Pursuant to the San Francisco Paid Sick Leave Ordinance, Chapter 12W of the San Francisco Administrative Code, all employers must provide paid sick leave to each employee (including temporary and part-time employees) who performs work in San Francisco. Paid sick leave began to accrue on February 5, 2007 for employees working for an employer on or before that date. For employees hired by an employer after February 5, 2007, paid sick leave begins to accrue 90 calendar days after the commencement of employment.



For every 30 hours worked, an employee shall accrue one hour of paid sick leave. Employees of employers for which fewer than 10 persons (including full-time, part-time, and temporary employees) work for compensation during a given week may not have more than 40 hours of accrued paid sick leave saved at any time. Employees of other employers may not have more than 72 hours of accrued paid sick leave saved at any time. An employee's accrued paid sick leave carries over from year to year. Employees are entitled to paid sick leave for their own medical care and also to aid or care for a family member or designated person.

Under the Ordinance, employees who assert their rights to receive paid sick leave are protected from retaliation. The City can investigate possible violations, shall have access to employer records, and can enforce the paid sick leave requirements by ordering reinstatement of employees, payment of paid sick leave unlawfully withheld, and penalties.

If you should have any questions or require additional information, please contact your employer or the Office Labor Standards Enforcement (OLSE) at (415) 554-6271, email us at PSL@sfgov.org, or visit www.sfgov.org/olse/pslo.

CALIFORNIA PREGNANCY DISABILITY LEAVE

Pursuant to California law, all female employees are entitled to take an unpaid leave of absence, up to a cumulative total of four months, for disability due to pregnancy, childbirth or a pregnancy related medical condition. Four months leave means time off for the number of days or hours the employee normally would work within 17.3 weeks. Full-time employees working 40-hours per week are entitled to up to 693 hours of leave per pregnancy. Part-time employees working 20 or more hours per week are entitled to up to 346 hours of leave per pregnancy. The Company is required to and will maintain health insurance coverage for the entire period of pregnancy disability leave (up to four months) under the same conditions as if the employee had not taken leave

Pregnancy disability leave is not maternity leave and covers only the period of actual physical disability, as determined by the employee's doctor or other licensed health care practitioner. This includes leave for severe morning sickness, doctor ordered bed rest and for prenatal care. The leave does not need to be taken in one continuous period of time, but can be taken on an as-needed basis.

The Company requires that employees provide a written medical certification of the existence and estimated duration of a pregnancy-related disability as well as written medical certification of the employee's ability to return to work.



Accrued, paid leave (e.g., vacation or sick leave) may be substituted for all or part of the four-month leave period. Upon return from a pregnancy disability leave, an employee will be reinstated to her same or a comparable position, unless to do so would create an undue hardship on the Company. The following will be deemed a voluntary resignation for the purposes of the Disability Leave policy:

Failure to notify the Company of your availability for work when it occurs

Failure to return to work when your leave expires

Your continued absence from work because your leave must extend beyond the maximum time allowed

Failure to provide a doctor's certification of your ability to return to work.

If the Company has fifty (50) or more employees, after the pregnancy disability leave ends, the employee, if eligible under the California Family Rights Act (CFRA), may request an additional 12 weeks of unpaid leave for bonding with her new child. If the employee is taking leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two (2) weeks and the employee must conclude the leave within one (1) year of the birth or placement for adoption or foster care.

Please review the following links for further clarification:

www.calchamber.com/hrcalifornia/hr-library/leaves-of-absence/pregnancy-disability-leave/Pages/pregnancy-disability-leave-requirements.aspx

www.dfeh.ca.gov/res/docs/Publications/NOTICE A.pdf

www.dfeh.ca.gov/res/docs/Publications/NOTICE B.pdf

CALIFORNIA FAMILY CARE AND MEDICAL LEAVE ACT/ CALIFORNIA FAMILY RIGHTS ACT (FMLA/CFRA LEAVE)

Under the Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act (CFRA), eligible employees are allowed up to a total of twelve weeks of unpaid family or medical leave during a twelve-month period. Family/medical leave is generally permitted for: birth or adoption of a child, placement of a foster child, care for a spouse, registered domestic partner (under the CFRA), son or daughter or parent with a serious health condition (e.g., a condition requiring hospitalization or continuing treatment by a doctor or other health care provider) or the employee's own serious health condition which makes an employee unable to perform his or her job.

The FMLA also allows an eligible employee to take up to 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious injury or illness. A service member is



covered if he or she is the eligible employee's spouse, son, daughter, parent, or next of kin (military caregiver leave).

You are eligible for FMLA/CFRA leave if you:

Have been employed by The Company for at least 12 months and

Have completed at least 1,250 hours of service during the 12 months before the leave of absence begins.

You must provide at least 30 days notice, ordinarily in writing, prior to taking a family or medical leave when the leave is foreseeable, such as for the expected birth, adoption or foster care placement of a child, or planned medical treatment for a serious health condition affecting you or a covered family member. When advance notice is not possible, as in the case of a sudden change in circumstances or a medical emergency, you are required to provide as much notice as practical under the circumstances, ordinarily in writing and at least within one or two days after the need for leave becomes known.

Where leave is sought due to your own or a covered family member's serious health condition, you must provide a health care provider's certification of the medical condition. The Company may require a second or third opinion at its own expense. Re-certifications may also be required. Employees must also submit a health care provider's certification of their fitness to return to work. Ordinarily, information obtained through the certification process will be kept confidential.

The portion of your medical insurance benefits that you typically pay will continue during an FMLA/CFRA leave at your expense. If you so elect, during any paid portion of your leave, the Company will make payroll deductions to collect the cost of your portion of medical and other insurance coverage. During any unpaid portion of an FMLA/CFRA leave, contributions must be made in person or by mail, so that they are received by The Company no later than the first day of each month. If a payment is more than thirty (30) days late, coverage may be discontinued for the balance of the leave.

Except as otherwise provided, no other benefits will accrue or be continued during a leave of absence under this policy.

Leave taken due to your own or a covered family member's serious health condition may be taken intermittently or on a reduced leave schedule when medically necessary. When an employee requests intermittent leave or a reduced leave schedule, management may require the employee to transfer temporarily to an available alternative position (with equivalent pay and benefits) for which the employee qualifies and which better accommodates the recurring periods of leave.

With few exceptions, the Company will restore you to your former position or to an equivalent one with equivalent pay, benefits and other employment terms, provided you return to work at the end of your scheduled leave. If you decide not to return, your benefits will be discontinued and you may be held responsible for the cost of benefits continued during any unpaid FMLA leave.



Your entitlement to FMLA/CFRA leave under this policy is not intended to diminish existing leave benefits or to add more stringent requirements for obtaining such leaves. However, any leave time taken under other existing leave provisions will also be counted against the 12-week FMLA/CFRA entitlement where the leave is for a FMLA/CFRA-qualifying reason. Where the requirements for a FMLA/CFRA leave under this policy are less stringent or more generous than those provided by the Company's other leave policies, you will be entitled to rely on the FMLA/CFRA provisions so long as your leave is for a FMLA/CFRA qualifying reason.

Time off from work because of the employee's disability due to pregnancy, childbirth or related medical condition is not counted as time used for CFRA leave. Employees who are disabled because of pregnancy are entitled to pregnancy disability leave under California's Pregnancy Disability Leave law, discussed above (up to four months and requiring certification of treating physician) and a maximum of 12 weeks of CFRA leave.

The Company fully supports the concept of family and medical leave as a means of easing the tensions which may arise between family and workplace obligations. Accordingly, it will not interfere with or restrain any employee in the exercise of FMLA/CFRA rights; nor will it retaliate or discriminate against anyone who seeks to enforce these rights.

Attached to these policies for your information is a Notice of Employee Rights and Responsibilities under FMLA, which further discusses the protections of the FMLA and military family leave entitlements, the California Department of Fair Employment and Housing Commission Notice A – Your Rights and Obligations as a Pregnant Employee, and Notice B – Family Care and Medical Leave and Pregnancy Disability Leave.

Please review the below link for further clarification:

<http://www.dol.gov/whd/regs/compliance/1421.htm>

ORGAN AND BONE MARROW DONOR LEAVE

Employees who choose to donate an organ or bone marrow will be provided with paid leave. Organ donors are provided a leave of absence of up to 30 business days in any one-year period. Bone marrow donors are provided a leave of absence up to five business days in any one-year period, calculated from the date the employee's leave begins. The employee must take the leave to donate an organ or bone marrow to another person. The employee must provide written verification of the need for donation leave. The verification must state that the employee is a bone marrow or organ donor and that the donation is medically necessary. The employee must have been employed by the Company for at least a 90-day period immediately preceding the beginning of leave, if otherwise eligible for leave. An employee can take organ and bone marrow donation leave in one or more periods of time.

WORKERS' COMPENSATION



This insurance coverage, which is paid for by the Company, covers you in case of occupational injuries received during working hours. The coverage includes compensation for certain injuries, weekly payments during periods of disability, and costs of needed medical, surgical and hospital services and supplies. There is a one-week waiting period, which is recovered if an employee is disabled for more than four weeks. You are expected to report any injury immediately so that we may assist you in filing and processing your claim.

CONFIDENTIALITY OF CLIENT/INSIDER INFORMATION

It is Yurcor's policy to ensure that the operations, activities, and business affairs of the Company and our clients are kept confidential to the greatest extent possible. It is essential in our highly competitive business to guard all client financial data, advertising plans and campaigns, including inter-office correspondence, reports, letters and other memoranda, and employees shall observe rigid security requirements about these subjects. Confidential matters shall not be discussed in public places or with anyone not directly involved with the work underway. Confidential documents should always be torn up before being disposed of.

If, during the course of your employment, you acquire confidential or proprietary information about Yurcor and/or its clients, such information is to be handled in the strictest confidence and not discussed with outsiders. You are also responsible for the internal security of such information.

ADDITIONAL PROVISIONS FOR FIELD EMPLOYEES

In addition to the provisions contained in this Handbook, all Yurcor employees who are working at a client's location are subject to the following additional provisions:

The terms and conditions of your employment with Yurcor are also subject to the provisions of the General Agreement that you executed as part of your enrollment with Yurcor. The provisions of the General Agreement are hereby incorporated into this Handbook by reference.

Since you will generally be working at a Yurcor client's facility, you will be subject to complying with the safety, conduct and worksite rules of that client. Please be advised that as a representative of Yurcor, it is essential that you comport yourself in professional manner.

It is essential that you report immediately any problems that arise at a client's worksite to the CEO. This includes any injuries, safety, improper conduct, discrimination or harassment complaints or questions.



ADDITIONAL INFORMATION PERTAINING TO CALIFORNIA EMPLOYEES:

Paid Family Leave www.edd.ca.gov/pdf_pub_ctr/de2511.pdf

State Disability Insurance www.edd.ca.gov/pdf_pub_ctr/de2515.pdf

Unemployment Insurance www.edd.ca.gov/pdf_pub_ctr/de2320.pdf

Workers' Compensation www.dir.ca.gov/dwc/DWCPamphlets/TimeOfHirePamphlet.pdf

Worker's Compensation Claims Kit

http://www.yurcor.com/doc/eor/enrollment/state/CA/CA_WorkersComp_ClaimsKit.pdf

Sexual Harassment <http://www.dfeh.ca.gov/res/docs/Publications/DFEH-185.pdf>